



Administrative Services Committee      Commission Chamber- 9/29/2014- 1:20 PM  
Meeting

**ADMINISTRATIVE SERVICES**

1. Discuss the update on the Disparity Study. ☐ Attachments
2. Discuss Finance Department organizational review presented by Dr. Malik Watkins with the Carl Vinson Institute. ☐ Attachments
3. Motion to approve the minutes of the Administrative Services Committee held on September 8, 2014. ☐ Attachments
4. Presentation by Mr. Stan Brown regarding unsafe working conditions relative to violence and threats of violence. ☐ Attachments

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**Administrative Services Committee Meeting  
9/29/2014 1:20 PM  
Disparity Study**

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**Department:** Administrator's Office

**Caption:** Discuss the update on the Disparity Study.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Finance.**

**Law.**

**Administrator.**

**Clerk of Commission**

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**Administrative Services Committee Meeting  
9/29/2014 1:20 PM  
Finance Organizational Review Presentation**

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**Department:** Administrator's Office

**Caption:** Discuss Finance Department organizational review presented by Dr. Malik Watkins with the Carl Vinson Institute.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Finance.  
Law.  
Administrator.  
Clerk of Commission**



**Administrative Services Committee Meeting  
9/29/2014 1:20 PM  
Minutes**

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**Department:** Clerk of Commission

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on September 8, 2014.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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## Administrative Services Committee Meeting Commission Chamber - 9/8/2014

### ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy and Hasan, members.

Absent: Hon. Deke Copenhaver, Mayor.

### ADMINISTRATIVE SERVICES

1. Motion to approve an Ordinance to Amend the Augusta, GA Code Title One Article Four Section 1-7-51 Relating to the Adoption of Personnel Policies and Procedures of Augusta, Georgia; To approve edits to the FOLLOWING SECTIONS OF Chapter IV of THE Personnel Policies and Procedures Manual: 900.001, 900.006, 900.009, 900.011, 900.012 and 900.202; To Repeal All MANUAL PROVISIONS, Code Sections and Ordinances and Parts of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and For Other Purposes. (Approved by the Commission August 5, 2014-second reading; referred from August 19 Commission meeting) (Referred from September 2 Commission meeting)
- Item Action:**  
Approved

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Ben Hasan	Passes

2. Presentation by Mr. Ellis B. Albright regarding minority, disadvantaged, small, women and veteran owned businesses and proposal.
- Item Action:**  
Approved

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve receiving this item as	Commissioner	Commissioner	

Item # 3

Approve information. William Fennoy Ben Hasan Passes  
Motion Passes 4-0.

3. Motion to approve the minutes of the Administrative Services Committee held on August 11, 2014. **Item Action: Approved**

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Ben Hasan	Passes

4. Discuss a potential employee retention incentive and vacation buy back program. (Requested by Commissioner Bill Lockett) **Item Action: Approved**

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with staff bringing back the information on the numbers on both items to the Commission meeting for final approval. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Ben Hasan	Passes

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**Administrative Services Committee Meeting  
9/29/2014 1:20 PM  
Stan Brown**

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**Department:** Clerk of Commission

**Caption:** Presentation by Mr. Stan Brown regarding unsafe working conditions relative to violence and threats of violence.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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**AGENDA ITEM REQUEST FORM**

**Commission meetings: First and third Tuesdays of each month – 2:00 p.m.**

**Committee meetings: Second and last Mondays of each month – 12:45 to 1:05 p.m.**

**Commission/Committee: (Please check one and insert meeting date)**

<input type="checkbox"/> Commission	Date of Meeting
<input checked="" type="checkbox"/> Public Safety Committee	Date of Meeting <u>9/28/14</u>
<input type="checkbox"/> Public Services Committee	Date of Meeting
<input type="checkbox"/> Administrative Services Committee	Date of Meeting
<input type="checkbox"/> Engineering Services Committee	Date of Meeting
<input type="checkbox"/> Finance Committee	Date of Meeting

**Contact Information for Individual/Presenter Making the Request:**

Name: Stan Brown  
Address: 5082 Sussex DR. EVANS, GA. 30809  
Telephone Number: 706-855-0435 / 706-836-0445 / 706-790-0588-w  
Fax Number: 706-312-1301  
E-Mail Address: sbrown@augustaga.gov

**Caption/Topic of Discussion to be placed on the Agenda:**

Unsafe working conditions (violence and threats of violence) Guns allowed or not.  
Management creating new unsafe policies, Management interfering  
in police matters when 911 is called.  
Management supposedly investigating incidents without talking to everyone.

**Please send this request form to the following address:**

Ms. Lena J. Bonner  
Clerk of Commission  
Room 806 Municipal Building  
530 Greene Street  
Augusta, GA 30901

Telephone Number: 706-821-1820  
Fax Number: 706-821-1838  
E-Mail Address: lbonner@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission meeting and 5:00 p.m. on the Tuesday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.